

BY ORDER OF THE COMMANDER AMCI 24-101V7 CL-2
AIR MOBILITY COMMAND

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Transportation

**C-17 PHASE II
LOADING SUPERVISOR'S
CHECKLIST**

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This checklist complements AMCI 24-101V7, *AMC Aerial Port Phase II Aircraft Loading Program*, and is formatted so that it may be trimmed down to fit aircrew style checklist binders.

This checklist supersedes AMCI 24-101V7, CL-2 14 June 2002.

Items preceded by (►) indicate a change from the previous edition.

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1. GENERAL INFORMATION

1.1. Items in this checklist are excerpts from the relevant portions of the basic aircraft flight manuals/loading instructions (T.O. 1C-17A-1 and T.O. 1C-17A-9) and are for use by Phase II loading supervisors. If conflict arises between this checklist and the T.O. checklists, the T.O. checklists will always take precedence.

1.2. Warnings, Cautions, and Notes. The following definitions apply to WARNINGS, CAUTIONS, and NOTES found in this checklist.

WARNING

Operating procedures, techniques, etc., which could result in loss of life if not carefully followed.

CAUTION

Operating procedures, techniques, etc., which could result in damage to equipment if not carefully followed.

NOTE

An operating procedure, technique, etc., which is considered essential to emphasize.

2. LOAD PLANNING CHECKLIST

2.1. Total Load CG Location of Aircraft - DETERMINED.

Select desired center of gravity location for total cargo load. Also, compare center of gravity of total cargo load with desired center of gravity location on aircraft.

2.2. Placement of Hazardous Materials - CHECKED.

Determine the placement of hazardous materials for accessibility, visual inspection, and jettisoning.

2.3. Loading Sequence - DETERMINED.

Loading sequence will be based on aircraft limitations and offload sequence. Emergency jettisoning should also be a planning factor in determining load sequence.

2.4. Roller Load Limits - CHECKED.

Calculate roller loads and check against roller load limitations.

2.5. Floor Load Limits - CHECKED.

Calculate floor loads and check against floor load limitations.

2.6. Lateral Load Limits - CHECKED.

2.7. Cargo Size Limits - CHECKED.

2.8. Final Load Configuration - DETERMINED.

Position cargo units according to tentative plan, and determine final load configuration.

3.1 GENERAL INSTRUCTIONS FOR CARGO LOADING PREPARATION

3.1.1. Inspect the load to ensure proper pallet buildup; such as damaged pallets or tiedown equipment; sufficient tiedown to meet restraint criteria; compliance with safety aisle requirement; pallets are within limitations, etc.

3.1.2. Ensure pallets contain two properly completed DD Forms 2775, Pallet Identifier. When there is any question concerning the weight of a pallet, reweigh the pallet.

3.1.3. Ensure proper preparation of pallet train(s). Use restraint barriers, when applicable; CG marked; couplers properly in place; chain gates properly installed.

3.1.4. Inspect hazardous cargo shipments for evidence of damage, leakage, corrosion, or loose closure; proper sequencing for aircraft on/off loading at en route and destination stations, as well as being readily available for jettisoning.

NOTE

Hazardous cargo that is considered jettisonable shall not be positioned forward of non-jettisonable cargo, except when its size, weight, and location will permit jettisoning by hand. Depending upon the amount of hazardous cargo, placement aboard the aircraft should normally be planned for the aft section of the cargo compartment. Hazardous cargo will never be loaded in such a manner that would make jettisoning impossible.

3.1.5. Ensure the documentation for signature service cargo is in order. Take appropriate security measures to safeguard cargo, and insure the cargo is easily accessible for loadmaster verification.

3.1.6. Ensure the proper amount of shoring is available for use during loading.

3.1.7. Ensure pneumatic tires are properly inflated.

3.1.8. Ensure personnel count the tiedown equipment used on the load, and retrieve a like amount (one for one, when available) from the aircraft.

3.1.9. Ensure standing water/snow is removed from pallets.

3.1.10. Properly sequence and secure the load on MHE.

3.2. Cargo Loading Preparation

3.2.1. Cargo Unit Dimensions - CHECKED.

3.2.2. Weight of Cargo Units - CHECKED.

3.2.3. CG Location of Cargo Units - DETERMINED.

3.2.4. Roller Load Limits - CHECKED.

3.2.5. Floor Load Limits - CHECKED.

3.2.6. Shoring Requirements - DETERMINED.

3.2.7. Dimensions, Weight, and CG Locations of Cargo Units - MARKED.

3.2.8. Hazardous Materials - CHECKED.

3.2.9. Soil Contamination and Pests - CHECKED.

3.2.10. Mounted Cargo - SECURED TO CARRIER.

3.2.11. Loading Crew – BRIEFED/Identify Upwind Evacuation Location.

INTERIOR SAFETY INSPECTION

#1

Check forms for maintenance and servicing.

N1

Aircraft Brake must be set if Stabilizer Struts are deployed.

CARGO COMPARTMENT INSPECTION

#1

All circuit breakers should be in, unless requirements in AFTO Form 781 indicate otherwise.

#2

All amber BUS OFF annunciators should be extinguished, indicating the buses are powered. Only aircraft AA through CJ have the amber BUS OFF annunciators. Newer aircraft do not have this panel.

This checklist was developed from extracts of TO 1C-17A-1 and TO 1C-17A-9.

* Items identified by an asterisk must be coordinated with and accomplished by maintenance personnel. Items that are **highlighted and underlined** will be accomplished by Ramp Services Loading Supervisor.

EXTERIOR SAFETY INSPECTION

1. Ground Support Fire Extinguisher(s) - In Place/ Checked

* 2. External Power Cart - As Required

* 3. Nose Gear Pin - Installed

*** 4. Ground Wires - Attached**

*** 5. Main Landing Gear Chocks – Installed / Checked**

INTERIOR SAFETY INSPECTION

#1

* 1. Aircraft Forms - Checked

* 2. Aircraft Power - ON

N1

* 3 Aircraft Brake – As Required

CARGO COMPARTMENT INSPECTION

FORWARD LOADMASTER STATION

#1

* 1. Circuit Breakers - Checked

#2

* 2. FWD LM BUS STATUS – Checked/As Required

FORWARD LOADMASTER STATION**N1**

If the CARGO OVERHEAD OVERRIDE light switch is in the WHITE position or if the CARGO OVERHEAD RED lights control switch is in the OFF position, the RED lights will not function. Both switches are located at the aft loadmaster station, left side.

N2

This task will only be accomplished if cleared through maintenance.

N3

If pallets / platforms are onboard ensure applicable rail locks / lips are engaged.

LEFT SIDE**#1**

All circuit breakers should be in, unless requirements in AFTO Form 781 indicate otherwise.

#2

All amber BUS OFF annunciators should be extinguished, indicating the buses are powered. Only aircraft AA through CJ have the amber BUS OFF annunciators. Newer aircraft do not have this panel.

W1

Stabilizer Struts must be used in accordance with T.O. 1C-17A-9, Table 4B-1. In the interest of safety the Phase II Loading Supervisor has final authority in deploying the Stabilizer Struts for weights under the maximum allowed in Table 4B-1. See Attachment on Page S-19.

N4

Aircraft Brakes must be set if Stabilizer Struts are deployed.

N1**3. CARGO COMPT Lights – On As Required**

- * 4. ANN/DIGIT Test - Checked
- * 5. GANG LOCK BACKUP Panel Switches - OFF
- * 6. ADS BACKUP Panel Switches - OFF
- * 7. LM FWD CONTR Panel - Checked

N2

- a. ELEC PWR Switch – On/ Check with maintenance

N3**b. Rail Locks/Lips - As Required****c. SIDEWALL PANEL Power – AS NEEDED****8. LM Stowage Drawers/Rail Lifting Tools (2) - Checked****GENERAL****1. Tiedown Equipment - As Required**

- * 2. Fire Extinguishers - Serviced/Secure
- * 3. Sidewall Circuit Breaker Panels - Checked

LEFT SIDE

- * 1. Aft LM Station, Left Side - Checked

#1

- a. Circuit Breakers - Checked

#2

- b. AFT LM BUS Status Panel – Checked/As Required

- c. ANN Test - Checked

W1 N4

- d. Stabilizer Struts – Stowed/Deployed As Required

LEFT/ RIGHT SIDE**C1 SEE C1 BELOW****AIRCRAFT PREPARATION FOR PALLET LOADING**

C1 When ADS links are used, the short length links shall be used on each side of the ramp. Damage to the aircraft ramp will occur if the ADS links are not configured the same on both sides.

When reconfiguring the ADS Links ensure proper engagement of the ADS sensor support bracket spring with the sensor support bracket arm. Failure to comply could cause improper or no signal from the sensor to the ADSC.

#1 Ensure ramp toes are installed in the low position with pins properly installed. Ramp toes will not be used when loading pallets that exceed 10,355 pounds. Check all roller conveyors for condition and ensure they are properly installed.

W1 If the ramp toes and roller conveyors/guide rails are used, ensure they are properly installed. Personnel injury could occur when the toes are raised if roller conveyors and guide rails are not properly secured to the toes.

#2 During night operations, staging lights should be used during onload / offloading to aid in the illumination of the area back of the aircraft.

#3 If stabilizer struts are required, extend prior to loading. Phase II Ramp Loading Supervisor will periodically check to ensure the struts maintain contact with the ground. If ground contact is lost, have maintenance restore ground contact.

W2 Prior to extending struts, visually clear area beneath ramp and stabilizer struts to prevent personnel injury.

W3 Stabilizer Struts must be used in accordance with T.O. 1C-17A-9, Table 4B-1. In the interest of safety the Phase II Loading Supervisor has final authority in deploying the Stabilizer Struts for weights under the maximum allowed in Table 4B-1. See Attachment on Page S-19.

N1 Aircraft Brake must be set if Stabilizer Struts are deployed.

#4 If pallets must be rotated, stow the most aft three inboard logistic restraint rails on both sides and install the pallet bumper.

C1 (Left side continued)

a. ADS Links- As Required
CARGO DOOR AND RAMP

- * 1. Ramp Toes, Roller Conveyors, Guide Rails – Secured
- * 2. Door Storage – Checked/Secured

RIGHT SIDE

C1

a. ADS Links – As Required

- * 2. Aft LM Station, Right Side/ANN TEST – Checked

PALLET PREPARATION AND LOADING

C1

1. ADS Links / As Required

#1 W1

- * 2. Ramp Toes/Guide Rails/Roller Conveyors – As Required
- * 3. Door and Ramp- Open

#2

4. Staging Lights – As Required

#3 W2 W3 N1

- a. 5. Stabilizer Struts – As Required**

#4

6. Pallet Bumper – As Required

#5 Ensure rail sections are properly configured for mission. Check the area for foreign objects and loose equipment that could interfere with rail locking mechanisms and pallet movement. Check all roller conveyors and ensure they are properly installed.

W4 Gloves should be used when configuring logistics rails to prevent hand injury.

C2 Damage to restraint rails will occur if the rails are not in the full up position.

#6 Set the rotary switch to the locks anticipated for use during loading (Care must be taken to select the correct Locks if there are Pallets already loaded in the ADS system. Steps 9 thru 11 only need to be performed if loading pallets into the ADS system).

#7 Check indicators to ensure locks and lips are retracted.

#8 Brief loading crew members on duties to be accomplished and hand signals.

#9 Inspect pallets for soil contamination and pest.

N2 Refer to TO.1C-17A-9 for general palletized on/offloading methods.

#10 Compare load plan with pallet identifier destination and weight.

W5 Pallets and nets with missing tiedown rings, exposed deteriorated wood core, extreme delamination, nets with missing rings, hooks or damaged/missing webbing shall not be loaded. A damaged pallet or net cannot maintain restraint requirements and is a flight safety hazard.

1 SEP 03

S-9

#5 W4 C2

7. Rails/Roller Conveyors, – As Required

8. Pallet End Stops – Raised / As Required

#6

9. ADS LOCK GANG CONTROL RIGHT LOCK SELECT Rotary Switch – Set

10. ADS LOCK GANG CONTROL RIGHT LOCKS REL Switch – REL

11. ADS LOCK GANG CONTROL RIGHT LOCK SELECT Rotary Switch – SAFE

12. Sidewall Panel Power Switch – ON

#7

13. Locks / Lips – Retracted – Checked

#8

14. Loading Crew Duties – Briefed


15. Loading Vehicle – Positioned

- a. Driver – Briefed
- b. Chocks – Positioned
- c. Critical Clearance – Monitored
- d. Brakes – Set

#9 N2

16. Pallets – Inspected

#10 W5

- a. Pallet Identifier - Checked
- b. Pallet and Net Condition  Checked

#11 Side nets shall be hooked to all pallet rings. Top nets and straps shall be hooked to the highest possible level on the side net.

W6 When a top net is used with side nets, the top hooks shall only be connected to the side net attachment rings. The hook strap shall not be routed under side webbing and then to the side net ring. Improperly installed nets do not provide required restraint and are a matter of safety of flight.

#12 When low profile cargo is loaded on a 463L pallet that does not permit the use of side nets, the top net may be used for restraint in all directions (vertical, lateral, forward and aft) provided the net cargo weight of the pallet does not exceed 2,500lbs and cargo height does not exceed 45 inches from the surface of the pallet.

#13 These items should be restrained separately to the pallet in addition to the use of the nets.

#14 If it is not possible to determine the weight per pallet for cargo loads that span more than one pallet, the combined weight will be provided and the CG shall be marked on the shipment.

W7 When loading pallets into the aircraft, avoid excessive speed. Excessive loading speed could result in injury to personnel and damage to pallets/cargo/aircraft.

W8 Pallets over 78 inches high measured from the surface of the pallet will contact the aircraft bulkhead prior to contacting the ADS pallet end stops. Cargo contacting oxygen lines secured to the bulkhead could rupture oxygen lines and cause an explosion.

C3 Restraint locks shall not be used as pallet stops. Failure to comply could result in damage to the lock mechanism.

#15 All locks and vertical lips shall be engaged. If lock(s) and/or restraint lip(s) are not operable, calculation will be made to determine if all required restraint is provided for safety of flight.

► **N3** Pallets turned/loaded on the 88 inch lateral dimension may require additional restraint if not secured with nets.

W9 The exhaust from low temperature materials (oxygen, nitrogen, etc.) shall not be connected to the right side exhaust vents. Vents contaminated with oil or grease may cause an explosion. If you load cargo that requires venting, inform maintenance personnel and they will accomplish the connecting of vented cargo.

1 SEP 03

S-11

#11 W6

c. Net Security - Checked

#12

d. Low Profile Cargo - Restrained/As Required

#13

e. Small Wheeled Item - Checked

#14

f. Center of Gravity - Checked

g. Pallet Rings and Couplers - Checked

W7 W8 C3

17. Pallets - Loaded

#15

18. Locks and Vertical Retractable Lips - Locked/Engaged

N3

19. Cargo Restraint - Computed/Applied

W9

*20. Cargo Vented – As Required

VEHICLE / FLOOR PREPARATION AND LOADING

C1 When ADS links are used, the short length links shall be used on each side of the ramp. Damage to the aircraft ramp will occur if the ADS links are not configured the same on both sides.

When reconfiguring the ADS Links ensure proper engagement of the ADS sensor support bracket spring with the sensor support bracket arm. Failure to comply could cause improper or no signal from the sensor to the ADSC.

N1 ADS Links are not used when loading with the ramp on the ground and Toes installed in the high position. (For Phase II operations Rolling Stock is limited to 25,000lbs Max; any weights above this limit shall be loaded by a loadmaster.)

#1 Determine ramp toe position and make any required changes prior to opening the door and ramp.

#2 During night operations, staging lights should be used during onload / offloading to aid in the illumination of the area back of the aircraft.

#3 If stabilizer struts are required, extend prior to loading. Phase II Ramp Loading Supervisor will periodically check to ensure the struts maintain contact with the ground. If ground contact is lost, have maintenance restore ground contact.

W1 Prior to extending struts, visually clear area beneath ramp and stabilizer struts to prevent personnel injury.

W2 Stabilizer Struts must be used in accordance with T.O. 1C-17A-9, Table 4B-1. In the interest of safety the Phase II Loading Supervisor has final authority in deploying the Stabilizer Struts for weights under the maximum allowed in Table 4B-1. See Attachment on Page S-19.

N2 Aircraft Brake must be set if Stabilizer Struts are deployed.

#4 Ensure the cargo floor is clear of obstructions and properly configured.

W3 Gloves should be used when configuring logistics rail to prevent hand injury.

N3 For a vehicle with pressure-type fuel system, the fuel cap will be placed in the semi-locked position.

VEHICLE / FLOOR PREPARATION AND LOADING**C1 N1****1. ADS Links - Positioned/As Required****#1**

* 2. Ramp Toes - Positioned/As Required

* 3. Door and Ramp - Open

#2**4. Staging Lights – As Required****#3 W1 W2 N2**

*5. Stabilizer Struts – As Required

#4 W3**6. Cargo Floor – Cleared/ As Required****7. Vehicle - Inspected****a. Soil Contamination and Pests - Checked****b. Fluid Leaks - Checked****c. Tires and Track Pads Condition - Checked****d. Engine and Brakes - Checked****N3****e. Battery and Filler Caps – Checked**

#5 Tanker type vehicles, either trailer or self-contained, are not certified for airlift with fuel or water in the tank. Exception: The M-149A2 water trailers have been certified for airlifting containing water. However, the trailer will be filled no more than 3/4 capacity. The manhole cover will be secured with tiedown straps.

#6 Ensure all loose equipment and secondary cargo are secured. Jerricans shall contain no more than 5 gallons of flammable liquid and when not secured in racks, must be separated by cushioning material to prevent metal to metal contact.

#7 Verify fuel levels in vehicles/items are within AFMAN 24-204(I) limitations.

#8 Ensure forward support leg or wheel is positioned and secured as required for upload.

#9 Have fire extinguishers readily available when operating power equipment inside the cargo compartment.

W4 Exhaust fans shall be used when prolonged operation of engine powered equipment is required inside the aircraft. The crew door or forward emergency escape door must be open during operation of the cargo exhaust fans to ensure proper ventilation. Failure to comply could result in build-up of carbon monoxide fumes and possible injury to personnel.

N4 Aircraft air conditioning may be used to increase ventilation for the elimination of fumes. Additional ventilation may be obtained by using the redistribution fan.

#10 Guidance to the vehicle crew shall be given using the prearranged hand signals. Guide commands to the driver shall be mandatory. Vehicle drivers shall not attempt to judge clearances for themselves or be allowed to maneuver vehicles on the aircraft under their own guidance.

#11 Low Gear/Lowest Range/All – Wheel Drive (As Applicable)
(Do not exceed 3 MPH inside the aircraft, or on the ramp toes, while on/offloading vehicles).

#5

f. Tanker Type Vehicles - Checked**g. Shippers Declaration and Labels - Checked/As Required**

#6

h. Loose Equipment and Secondary Cargo - Checked/Secured

#7

i. Fuel Tanks - Checked

#8

j. Trailer Forward Support Leg/Wheel - Secured

#9

8. Fire Extinguishers - In Place

W4 N4

9. Ventilation - Checked**a. Exhaust Fans - As Required****10. Vehicle Driver(s) – Briefed**

#10

a. Hand Signals – Briefed

#11

b. Transmission - Set

#12 Check vehicle engine and brakes for proper operation prior to loading. Vehicles equipped with air brakes must have placard air pressure before loading.

When loading/offloading units that require vehicle as a prime mover, ensure the prime mover can safely control the movement of the unit. At no time will the unit requiring a prime mover be driven off the aircraft without sufficient power available to restrain the combined unit. If the prime mover is not assigned specifically for the intend unit and additional braking is not available, i.e., airbrakes, the prime mover total gross weight should be greater than the unit to be loaded/ offloaded. If any doubt exists about braking capability, the unit shall be winched on or off by a loadmaster.

#13 A clear view of all observers by the Phase II Ramp Loading Supervisor giving guide commands must be maintained at all times during loading / offloading.

#14 If vehicle is driven onto the aircraft, shoring will be limited to one layer. This will prevent approach shoring from becoming dislodged by vehicle drive mechanism. If more than one layer is required, vehicle shall be winched on/off the aircraft by a loadmaster. This restriction does not apply to shoring placed underneath the cargo ramp or the ramp toes.

WS If slippery ramp conditions exist, the cargo shall be winched on/off the aircraft by a loadmaster.

#15 Place all vehicles with automatic transmissions in PARK. Place diesel-powered vehicles with standard transmissions in NEUTRAL. Place gasoline-powered vehicles with standard transmissions in lowest gear.

#16 When the vehicle is parked on the cargo floor and the brakes are inoperative, install a minimum of two safety chains and two tiedown devices, one forward and one aft for restraint. If the vehicle is parked on the cargo ramp, install a minimum of two safety chains and two tiedown devices, one forward and one aft for restraint regardless of brake condition.

#17 When restraining vehicles, use sufficient tiedown devices to restrain the total weight of the item. Do not attach more than half of the total number of tiedowns required (in a given direction) to the axles of spring mounted vehicles. Points on the frame must be utilized for the remainder of the devices.

C2 Inspect the backside of the axles and structures for the presence of hydraulic lines or electrical cables before attaching the tiedown chains around these hidden areas. Failure to comply could cause damage to the aircraft and cargo.

W6 The exhaust from low temperature materials (oxygen, nitrogen, etc.) shall not be connected to the right side exhaust vents. Vents contaminated with oil or grease may cause an explosion. If you load cargo that requires venting, inform maintenance personnel and they will accomplish the connecting of vented cargo.

#12

11. Engine and Brakes – Checked for proper operation

#13

12. Critical Clearance Observers - Briefed/Positioned

#14 WS

13. Shoring - As Required**14. Vehicle(s) - Loaded****a. Load Plan - Checked**

#15

b. Brakes and Transmission - Set

#16

c. Safety Chains - As Required**d. Ignition – Off****e. Driver – Released**

#17 C2

15. Restraint - Computed/Applied

#W6

*16. Cargo Vented – As Required

AFTER LOADING GENERAL PROCEDURES

N1

If the Stabilizer Struts were deployed for loading/offloading have maintenance stow the Struts.

C1

Prior to closing door and ramp, ensure closing area is free of obstacles. Failure to comply could result in damage to equipment.

N2

If the Stabilizer Struts were deployed for loading/offloading have maintenance unset the Aircraft Brake.

AFTER LOADING GENERAL PROCEDURES

1. Load Restraint - Checked

N1

* 2. Stabilizer Struts - Stowed

C1

* 3. Cargo Door and Ramp - Closed / As Required

4. Staging Lights - OFF

* 5. Ramp Toes/ADS Links - As Required

6. Sidewall Panel Power Switch - OFF

7. Cargo Compartment Exhaust Fans - OFF

8. Loose Equipment - Stowed

N2

* 9. Aircraft Brakes - Off

OFFLOADING PROCEDURES

Offloading Procedures for all types of loads are the reverse of loading procedures.

Ramp Toe Loading Limitation Chart Figure 2- 20A

Toe Configuration	Strut 1 Configuration	ADS Link 3 Configuration	Maximum Weight (LB)
Low 6	Stowed	Stowed / Connected	8,400
Low 6	Deployed	Stowed	9100
Low 6	Deployed 5	Connected 2	10,355
High	Stowed	Stowed / Connected	10,355
High	Deployed	Stowed	16,000 Axle 20,000 Bogie
High 2	Deployed 4	Connected	72,000
None	Stowed	Stowed / Connected	10,355
None	Deployed	Stowed	16,000
None 4 2	Deployed	Connected	72,000
Low (Ramp on Ground)	Stowed/ Deployed	Stowed	10,355
High (Ramp on Ground)	Stowed 7	Stowed	65,000
High (Ramp on Ground)	Deployed 4 7	Stowed	135,000

CAUTION

-In the low position the aft end of the toes must not be supported. Upper tang of toe beam will be fractured.

-In the low position rolling stock shall not be on/offloaded to the ground; End of the toes may be fractured.

-In the high position the aft end of the toes must be supported. Lower tang of toe beam will be fractured.

-In the high position the required overlap between ramp toe contact pads and floor of loader is 11 inches.

-In the high position the bottom of toes must not come in contact with the ramp step edge or floor on loader.

-In the high position the toe must not be at an angle which causes the aft end of the toe to be above a coplanar position with the ramp floor.

Figure 2-20A. continued

- 1 When using the ramp as a lifting aid the stab struts should be deployed for weights above 10,355lbs.
- 2 Ramp shall be supported by the ADS links when connected.
- 3 Short or long links do not increase or decrease the weight limitations.
- 4 Wheeled and tracked vehicles over 65,000 lbs must be on / offloaded within 8 inches of aircraft centerline.
- 5 For two axles on the toes, total axle weights shall not exceed 10,355 lbs. For 18-foot type VI platforms, this may be increased to 14,500 pounds.
- 6 When loading rolling stock, bridge plates shall be used to bridge the gap between the ramp toes and the K-loader or flatbed truck. Shoring may be required to transition the 4 3/4-inch step up from the ramp toes to the ramp during on/offload.
- 7 The same capability exists when ramp pedestal shoring is used.
- 8 Ensure all stowage/safety pins are disengaged prior to stowing the ramp toes and engaged once toes are properly stowed in brackets.

EMERGENCY PROCEDURES

1. Personnel - Evacuate
Warn the loading/ground crew of the danger and direct the evacuation of the aircraft.
2. Command Post/ Fire Department - Notified
Notify the Fire Department by any available means. State the nature of the emergency, aircraft tail number, parking spot, and number of personnel on board.
3. Fire Source Accessible/Removable - Removed/As Required

Warning

If flammable and/or explosive materials are onboard, offload these items first. Failure to comply could result in spread of the fire and/or onboard explosions that could result in serious injury to personnel.

4. Fight Fire - As Required
If possible, attempt to extinguish the fire with portable extinguishers.
5. Operating Systems - Off/As Required
If conditions permit, have maintenance personnel shut down the following systems:
 - a. **APU - OFF**
 - b. **External Power - OFF**
 - c. **Battery - OFF**
6. **Personnel Count - Completed**